

ST HUGH'S COLLEGE, OXFORD



Further particulars for the post of Outreach Officer

St Hugh's College

St Hugh's College was founded in 1886 as a women's college and became fully mixed in 1986. The College has some 420 undergraduates and around 400 graduates, 70 Fellows, 30 college lecturers, and a non-academic staff of 100. From its beautiful site in North Oxford, the College promotes a culture of research and intellectual engagement.

St Hugh's has an active programme of outreach work, aimed at encouraging undergraduate applications from all those who would benefit from study at Oxford, regardless of their background. St Hugh's works closely with the University of Oxford's outreach programmes, and with other colleges. Under the University's regional link scheme, St Hugh's has particular responsibility for outreach work with the region of Kent.

About the post

The College is seeking to appoint an Outreach Officer take a lead in developing St Hugh's outreach work with schools and colleges. The postholder will be responsible for co-ordinating visits to and from St Hugh's for schools, colleges and individual prospective applicants, as well as longer-term programmes and projects. The Outreach Officer will be based in the College Office, with frequent visits to schools, colleges and higher education events throughout the year.

Visits and talks: delivering clear and engaging presentations and workshops about higher education and the application process, to school groups and parents. Answering technical questions with a ready command of facts. Groups range in size from ten to 300. Most work is currently done with pupils in Key Stages 4 and 5, but there is considerable scope for work with younger groups.

Schools: promoting the College and information about Oxford with teachers and schools; administering St Hugh's essay competitions for schools, and liaising with the College's Teach First Widening Participation Fellows – providing support and arranging visits.

Communications: taking responsibility for the outreach areas of the College website aimed at prospective students and schools; liaising with the Communications Manager to ensure that the website and social media platforms are as effective as possible at informing and encouraging possible applicants; shaping email mailings to schools to promote our activities; working with the Academic Registrar and Admissions Coordinator in writing and designing publicity materials for schools.

Ambassador Scheme: the College has a healthy tradition of student volunteers helping with school visits and sharing their experiences with prospective applicants. The Outreach Officer will oversee the creation of a more formally structured 'ambassador scheme', administering the recruitment process, delivering training, and encouraging awareness of outreach projects at St Hugh's.

Undergraduate Interview Round: each year the College's Fellows assess some 680 applications for undergraduate places. The postholder supports this process, using the relevant University databases, liaising with the Accommodation and Catering departments on interview attendance numbers, taking particular responsibility for arranging Skype interviews for overseas candidates, and helping to timetable Oxford interviews, often in a highly pressurised environment.

Monitoring and analysis: recording the College's outreach activity in a local database, and in the Higher Education Access Tracker (HEAT); preparing analysis reports for the College's committees, assisting the Academic Registrar and Senior Tutor in devising the College's ongoing outreach strategy, and using this to inform the College's outreach activity schedule.

Open Days and Residentials: organising the College's contribution to the University's Undergraduate Open Days, as well as using network contacts to involve the College in similar events arranged by Departments. The postholder will also facilitate residential programmes to inspire young people to think about making an application to Oxford.

Sector Developments: the outreach and schools sectors are rapidly changing ones; the Outreach Officer will keep abreast of developments in policy and approach, using this to inform their outreach work and, where appropriate, briefing colleagues and tutors on the changes.

The College Office handles the College's academic administration under the direction of the Senior Tutor; the Academic Registrar oversees the Deputy Academic Registrar, the Admissions Coordinator, and the Academic and Outreach Officers. Whilst each member of staff has particular responsibilities, the College Office works as a team, with members assisting one another as the need arises. The post offers a good opportunity for someone with excellent organisational, IT and inter-personal skills,

and an interest in the aims of higher education, to have a significant role in the recruitment of undergraduate students to Oxford University.

The postholder will be responsible to the Academic Registrar, and ultimately to the Senior Tutor who is the College's Tutor for Admissions. He/she will liaise regularly with the Fellows, students, staff, applicants, teachers and parents, departments and faculties, and the University's various offices, and colleges.

The post is available from June and a mutually convenient starting date will be agreed with the successful applicant. The post involves a good deal of travel (for which expenses will be paid), but when in Oxford, the Outreach Officer's hours of work will generally be 37.5 per week, Monday – Friday, 9am – 5pm, with a break for lunch. At certain times of year, the post will require longer working hours, which will be compensated for by time off in lieu.

Selection criteria

The person appointed will have the following qualities:

Essential:

- A very good standard of education, at degree level or equivalent
- Strong oral and written communication skills
- A sympathy with and enthusiasm for the aims of higher education
- Excellent inter-personal skills
- The ability to work independently
- Excellent IT skills, including a high level of competence in database work, and knowledge of Microsoft Office
- A high level of personal organisation and accuracy
- The ability to work under pressure and to meet deadlines

Desirable:

- Knowledge or experience of Oxford University or its colleges, particularly involving contact with students
- Prior experience of giving presentations to groups
- Prior experience of working with young people of different ages
- Prior experience of managing events, and a timetable of travel
- A clean UK driving licence, and access to a car

Benefits

Salary: the post will be remunerated in the region of £25,759 per annum. Salary will be determined according to qualifications and experience.

Holiday: The postholder will receive a paid holiday entitlement of 38 days, including bank holidays and the period during which the College is closed over Christmas, during a complete holiday year. Please note that the College reserves the right to require staff to work any or all of May Day and the Spring Holiday. Leave may not normally be taken during the school term, or during the undergraduate admissions exercise in early December, or the week in August when A level results are announced.

Meals: a free lunch is available when on duty and when the College kitchens are open.

Pension: entitlement to join the contributory Oxford University Staff Pension after the successful completion of the probationary period.

Staff development: the University's Learning Institute runs an extensive programme of training courses, and IT courses are provided by the University's Computing Service. The postholder will be encouraged to attend sessions as appropriate, and there may be the opportunity to attend externally organised seminars and conferences as relevant.

Appointment procedure

By **Noon on Monday 28th May**, applicants should complete the online application form, uploading as one file a covering letter, CV, and the details of two referees.

Applicants are asked to submit a recruitment monitoring form to the HR Office (hr@st-hughs.ox.ac.uk); the form is also located on the College website.

Prospective applicants wishing to discuss the position should contact the Academic Registrar (thea.crapper@st-hughs.ox.ac.uk).

St Hugh's College is an equal opportunities employer.